

# DOI Safety & Occupational Health Council Meeting

May 24–25, 2011

US Fish and Wildlife Service  
4401 N. Fairfax Drive, Arlington, VA 22203

## Agenda

5/24/11	Topic	Outcome(s)
8:30 a.m.	<b>Welcome and Overview</b> <ul style="list-style-type: none"> <li>• Introductions and administrative items</li> <li>• Review agenda and desired outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Common expectations of the meeting</li> </ul>
8:35 a.m.	<b>OSH Update &amp; Remarks: Barry Noll</b> <ul style="list-style-type: none"> <li>• OSH Updates</li> <li>• Annual Assurance Statement reminder – Due: September 30th</li> </ul>	<ul style="list-style-type: none"> <li>• Informational briefing</li> </ul>
8:45 a.m.	<b>Work Group Updates:</b> <ul style="list-style-type: none"> <li>• Wildland Fire (<b>Rod Bloms</b>)</li> <li>• Aviation (<b>Maurice Banks</b>)</li> <li>• Watercraft Safety (<b>Barry Noll</b>)</li> <li>• Industrial Hygiene (<b>Bob Garbe</b>)</li> <li>• Emergency Management (<b>Barry Noll</b>)</li> <li>• OHV/ATV group (<b>Dave Schuller</b>)</li> </ul> <p><i>Note: Please come prepared with a paragraph or bullet points for the meeting record.</i></p>	<ul style="list-style-type: none"> <li>• Current work group status</li> <li>• Identify future work group needs</li> </ul>
9:45 a.m.	<b>Bureau &amp; Office Reports:</b> <ul style="list-style-type: none"> <li>• Status of program</li> <li>• New &amp; innovative program developments</li> </ul>	<ul style="list-style-type: none"> <li>• Share best practices</li> <li>• Learn from each other</li> </ul>
10:45 a.m.	<b>Break</b>	
11:00 a.m.	<b>485 DM Chapter 9, Department Safety and Occupational Health Councils, Committees, and Working Groups: Dave Schuller</b> <ul style="list-style-type: none"> <li>• Discuss draft revisions.</li> <li>• Prepare final draft and hold vote to send out for formal DASHO review</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare final draft</li> <li>• Vote to send for formal DASHO review</li> </ul>
12:00 p.m.	<b>Lunch</b>	
1:00 p.m.	<b>485 DM Chapter 22, Watercraft Safety: Barry Noll</b> <ul style="list-style-type: none"> <li>• Discuss draft revisions</li> <li>• Prepare final draft and hold vote to send out for formal DASHO review</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare final draft</li> <li>• Vote to send for formal DASHO review</li> </ul>
3:00 p.m.	<b>Break</b>	
3:15 p.m.	<b>DASHO Council Update: Dave Schuller</b> <ul style="list-style-type: none"> <li>• Discuss outcomes from last DASHO Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Informational briefing</li> </ul>
3:30 p.m.	<b>Safety Week Strategy Discussion: Jim Meredith</b>	<ul style="list-style-type: none"> <li>• Council decide on proposals offered by the work group</li> </ul>
4:00 p.m.	<b>Daily wrap-up: Facilitator</b>	<ul style="list-style-type: none"> <li>• Other topics</li> </ul>
4:30 p.m.	<b>Adjourn for the day</b>	

<b>5/25/11</b>	<b>Topic</b>	<b>Outcome(s)</b>
8:30 a.m.	<b>Agenda review</b>	<ul style="list-style-type: none"> <li>• Thoughts from overnight</li> </ul>
8:35 a.m.	<b>New SAI Report Procedures: Barry Noll</b> <ul style="list-style-type: none"> <li>• Detailed review of new SAI proposal from Wildland Fire</li> <li>• Review 24 &amp; 72 hr reporting procedures &amp; templates</li> <li>• Prepare comments for Wildland Fire SAI Committee</li> <li>• Compare new SAI procedures with DM Chapter 7, <i>Incident/Accident Reporting/Serious Accident Investigation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Council approve or recommend changes to the new SAI Wildland Fire proposal</li> <li>• If approved, consider potential DM chapter revisions</li> </ul>
10:45 a.m.	<b>Break</b>	
11:00 a.m.	<b>New SAI Report Procedures Continued: Barry Noll</b> <ul style="list-style-type: none"> <li>• Detailed review of new SAI proposal from Wildland Fire</li> <li>• Review 24 &amp; 72 hr reporting procedures &amp; templates</li> <li>• Prepare comments for Wildland Fire SAI Committee</li> <li>• Compare new SAI procedures with DM Chapter 7, <i>Incident/Accident Reporting/Serious Accident Investigation</i></li> </ul>	<ul style="list-style-type: none"> <li>• Council approve or recommend changes to the new SAI Wildland Fire proposal</li> <li>• If approved, consider potential DM chapter revisions</li> </ul>
12:15 p.m.	<b>Lunch</b>	
1:15 p.m.	<b>FY 2012 Projects: Barry Noll and Dave Schuller</b> <ul style="list-style-type: none"> <li>• Status of FY 2011 Initiatives</li> <li>• Council will discuss project proposals and then prioritize <ul style="list-style-type: none"> <li>• ASSE Certification – Paul Holley</li> <li>• Root Cause Analysis Training – Mike May</li> <li>• DOI National Safety Conference – Dave Schuller</li> <li>• Follow-up Exposure Assessment Project – Bob Garbe</li> <li>• Instructional Design Assistance for SAIT – Barry Noll</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Establish a final FY 2012 project list</li> </ul>
2:15 p.m.	<b>SMIS Discussion: Barry Noll</b> <ul style="list-style-type: none"> <li>• Council will discuss and decide how they want to be kept updated on the SMIS upgrades</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve council consensus</li> </ul>
2:45 p.m.	<b>OSHA VPP Program Discussion: Dave Schuller &amp; Ryan Sloan</b> <ul style="list-style-type: none"> <li>• Discuss the Department's vision for VPP</li> <li>• Consider selecting DOI sites that have potential to become a VPP site (e.g., Hoover Dam, Big Cypress NP, etc...)</li> <li>• Ryan Sloan will provide the sample VPP Brochure for open discussion and feedback to improve the resource</li> </ul>	<ul style="list-style-type: none"> <li>• Decide on the Department's VPP vision</li> <li>• Create a potential VPP site list</li> </ul>
3:15 p.m.	<b>Break</b>	
3:30 p.m.	<b>Develop agenda items: Facilitator</b> <ul style="list-style-type: none"> <li>• Next DASHO meeting – July 21, 2011 (09:30 – 11:00 E.S.T.)</li> <li>• Next SHC meeting – August 9-10, 2011 (Denver)</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation</li> </ul>
4:00 p.m.	<b>Meeting Evaluation</b>	<ul style="list-style-type: none"> <li>• Identify improvements for next meeting</li> </ul>
4:30 p.m.	<b>Adjourn the meeting</b>	